



Albany County Fair
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**ALBANY COUNTY FAIR BOARD REGULAR MEETING AGENDA
ALBANY COUNTY FAIRGROUNDS, MEETING ROOM
MARCH 14, 2022**

REGULAR MEETING: 6:30pm

1. Call to order & roll call
2. Public Comment (Limited to 3 minutes per speaker)
3. Consideration of Changes to Agenda
4. Approval of Consent Agenda

CONSENT AGENDA

1. Minutes of the Regular Meeting
Action: that the Board **approves** the minutes of the February 14, 2022, Regular Meeting of the Board
2. Treasurer's Report for February/March 2022.
Action: that the Board **approves** the treasurer's report.
3. Approve Vouchers for February/March
Action: that the Board **approves** the vouchers for payment.
4. Acknowledge receipt of correspondence.

OLD BUSINESS

NEW BUSINESS

1. **Approve** RHDV2 Vaccination Verification form and RHDV2 Release for Sale Rabbits.
2. **Discuss and Take Action** on Range Arena lighting quotes.
3. **Approve** buckle for retired Board Member, Brett Moline.
4. **Discuss and Take Action** on Family Night at Fair Budget Questions (Stefanie Van Buren)
5. **Discuss and Take Action** on additional stalling for HS Rodeo.
6. **Approve** setting up a Special Meeting for the LJD Contract. Dates TBA.
7. **Approve** using Digital Blues for printing needs and setting up a billing account.

ADJOURN

February Board Minutes

REGULAR MEETING: 6:30pm

1. Call to order & roll call
 - a. All Present via Roll Call
2. Public Comment (Limited to 3 minutes per speaker)
 - a. Ellie Riske requested an amendment to the meeting minutes from January regarding poultry and letters written by parents. Those changes will be made and noted within those minutes and uploaded to the agenda center on the county website.
3. Consideration of Changes to Agenda
 - a. No changes brought to the floor.
4. Review and Approve Minutes from January 10, 2022 Regular Meeting
 - a. Katie moved to approve the minutes with the changes that have been noted. Mark Seconded. Motion carried.
5. Review and Approve Minutes from January 10, 2022 Special Meeting
 - a. Katie moved to approve the minutes with the change of spelling of Brian's name. Mark seconded. Motion carried.
6. Review and Approve Minutes from January 28, 2022 Special Meeting
 - a. Katie moved to approve the minutes with the correction of Brian's name. Mark seconded. Motion carried.
7. Review and Approve Treasurer's Reports
 - a. Katie moved to approve the treasurer's report. Mark seconded. Motion carried.
8. Guests & Committee Report
 - a. 4-H Council
 - i. Mary Louise reported that there hasn't been anything additional from the previous meeting. The Southeast Leadership Conference is still scheduled to occur, carnival is being planned as well as the Spring Bazaar.
 - b. Fairgrounds Foundation Report
 - i. Wrap up from casino night.
 - c. Fairgrounds Report
 - i. Kerry reported that general repairs and maintenance has taken place. Discussion about the dumptruck and the plan moving forward. Jen Curran and the board discussed creating an RFP for a truck and dump trailer that can be utilized.
 - d. Judges Committee Report
 - i. Committee met and discussed potential names to judge our shows at the county fair.
 - e. Rock Creek FFA
 - i. Nothing to report.
 - f. Snowy Range FFA
 - i. Practices have begun for CDE Teams and travel for contests is coming up.
 - g. Sale Committee Report
 - i. Due to the lack of quorum for the meeting there were several items that couldn't be voted on. The committee did discuss with Jen Curran a time and opportunity to have their board training. This will occur at their next meeting.
 - h. Shooting Range Report
 - i. As usual, a schedule of open hours and scheduled trainings, league times and law enforcement appointments was submitted.
9. Correspondence

OLD BUSINESS

1. **Approve** Judges Updated Pay

- a. Andrea moved to update judges' pay as presented. Mark seconded the motion. After sending out a google form to the other county fairs in the state it was determined that we paid on the higher end of the shows. Due to the intended increase in judges' pay Taylor contacted other shows outside of Wyoming to gauge their pay. The increase was approved as presented and will move forward with the numbers as listed. Motion carried.

NEW BUSINESS

1. **Approve and Sign** Letter for Bank Account Name Change for signers.
 - a. Katie moved to send the letter, Andrea seconded. Motion carried.
2. **Approve** the 2022 Holiday Schedule as set by the County Commissioners.
 - a. Katie moved to approve the county wide holiday schedule as presented. Andrea seconded and motion carried.
3. **Approve** travel and expenses to WAF Spring Manager Meetings in Riverton, February 22-24, 2022.
 - a. Katie moved to approve travel and expenses. Andrea seconded. Motion carried.
4. **Approve** one of the sheep/goat scales to add to the sheep barn.
 - a. Mark moved to discuss the potential scale options. After discussion with Scott and Brian about brands as well as other companies to look at for potential scale options the motion was postponed. Andrea Seconded. Motion carried.
5. **Approve** purchasing a renewing subscription to Office365 for document processing.
 - a. Katie moved to purchase a renewing subscription. Mark seconded. Motion carried with no discussion due to the need of a processing system.
6. **Approve** "Fair Bootcamp" - See proposal.
 - a. Katie moved to approve hosting a fair bootcamp. Andrea seconded and began discussion explaining the need and intent for our bootcamp to reach the newer families to our fair. This is hopefully going to offset some of the confusion and boost confidence and returning showmen. Motion carried.
7. **Discuss and Take Action** on County Fair Awards. See List
 - a. Katie moved to approve the list of awards for the fair board to purchase. Mark seconded the motion and Andrea recapped the awards meeting with the 4-H awards committee. This included the total budget 4-H utilized last year, which areas they purchase additional prizes and the plan moving forward to the Fair Board's portion. It was discussed that the Fair Board will not fundraise for awards. Motion carried.
8. **Approve** price change for carcass contest from \$10 to \$12.
 - a. Mark moved to increase the price for the carcass contest. Brian seconded. Motion carried.
9. **Approve** action plan from Sale Committee regarding access to barns after sale.
 - a. Mark moved to approve their action plan. Andrea seconded. Heather explained the need for the change. NO vote taken.
10. **Discuss and Take Action** removal of unneeded rule for dog show - See proposal.
 - a. Katie moved, Andrea seconded. Brief discussion carried about the rules and the reason for removing the wording to better suit what is occurring currently. Motion carried.
11. **Approve** wording for Junior Rabbit Rule change regarding vaccination of RHDV2.
 - a. Mark moved to approve wording. Andrea seconded. Motion carried.
12. **Approve** posting RFP for Photographer at the Albany County Fair.
 - a. Katie moved to approve posting an RFP for a photographer. Andrea seconded. Motion carried.
13. **Approve** "Summer Market Days" - See proposal.
 - a. Katie moved to approve the summer market days. Mark seconded. Taylor explained the basic build of the idea. Motion carried.
14. **Approve** Weight Class Divisions for livestock. - See description

- a. Katie moved to approve. Mark seconded. Andrea explained the background. After discussion motion carried.

15. **Election** of Officers for 2022.

- a. Katie nominated:
 - i. Andrea Senior - Chair
 - ii. Brian Coxbill - Vice Chair
 - iii. Scott Lake - Secretary/Treasurer

- 1. No discussion or other nominations received. Motion carried.

16. **Discuss and Take Action** on new bonds for treasurer/secretary and other offices if needed.

- a. Andrea explained the information she has found and worked to explain what bonds we need. Katie moved to amend the bylaws to state that only the treasurer is required to be bonded. It was then moved to cancel all bonds in excess and purchase only the bonds that are needed. Andrea seconded. Motion passes.

17. **Approve** vouchers for February/March Payments

- a. Mark moved to approve vouchers. Katie seconded and motion passed.

18. Executive Session pursuant to W.S. §16-4-405(a)(ii)

Return to Regular Session Action, if needed, regarding Executive Session

ADJOURN

Board adjourned the meeting at 8:05PM

Albany County Fair Association

Balance Sheet

As of March 11, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
102 FIB CHECKING #8048	90,000.00
1024531 JR Livestock Checking #4531	21,543.80
103 FIB MONEY MARKET #7249	4,843.64
104 FIB LOAN ACCOUNT #4771	3,652.34
112 Raised Beef Program #5427	3,233.84
FIB Jr Livestock Savings #4030	29,990.99
WARM MONEY #5610	49,276.50
Total Bank Accounts	\$202,541.11
Accounts Receivable	
120 ACCOUNTS RECEIVABLE	-250.00
121 TAXES RECEIVABLE FROM COUNTY	0.00
Total 120 ACCOUNTS RECEIVABLE	-250.00
122 RETURNED CHECKS	500.00
123 LIVESTOCK LOAN RECEIVABLE	0.00
Total Accounts Receivable	\$250.00
Other Current Assets	
124 MEMORIAL FUND - LOAN RECEIVABLE	0.00
149 UNDEPOSITED FUNDS	1,345.60
Total Other Current Assets	\$1,345.60
Total Current Assets	\$204,136.71
Fixed Assets	
150 EQUIPMENT	0.00
155 BUILDING	-700.00
160 LAND	0.00
300 INVESTMENT IN GPA	0.00
Total Fixed Assets	\$ -700.00
Other Assets	
130 PAYROLL ADVANCE	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$203,436.71

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
204 ACCOUNTS PAYABLE	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
202 PAYABLE - EMPLOYEES	0.00
205 PAYROLL LIABILITIES	-1,025.71
205.1 FICA & Medicare	0.00
205.3 WY SUTA & WC	1,751.10
Total 205 PAYROLL LIABILITIES	725.39
207 DEFERRED REVENUE	0.00
220 STALL DEPOSITS	410.00
Total Other Current Liabilities	\$1,135.39
Total Current Liabilities	\$1,135.39
Total Liabilities	\$1,135.39
Equity	
320 FUND BALANCE (1)	144,187.83
321 RESERVED FUND-ALB CO COMMINGLED	0.00
390 RETAINED EARNINGS	-35,547.35
399 Opening Bal Equity	87,979.23
Net Income	5,681.61
Total Equity	\$202,301.32
TOTAL LIABILITIES AND EQUITY	\$203,436.71

Albany County 4-H Report

This report may be a little redundant to all of the board members because you get FootNotes and Daily Dose.

Carnival March 26

Spring Bazaar April 9

Easter Egg Hunt April 16

Committee put together for 5K Run/Walk

4-H Camp will need to be a committee because it was not one of the top priorities for Jr. Leaders this year.

Next dance will be April 29th at the Mary Mead Room at UW Hansen Arena (?) in conjunction with State 4-H Wool & Meat Judging Contest

Scholarship applications are due March 22nd. Interviews will follow shortly after.

Jr. Leaders working on date for garage sale.

SE Leadership Expo went well. Twenty-six were in attendance.

Hoof trimming on Saturday, March 12th

Youth livestock judging at Green & Gold and Casper's FFA practice

Fairgrounds Report

Billy started last Monday. Dump truck repairs began. Billy has been troubleshooting the issues and has them narrowed down.

Kerry and Billy toured the grounds, identified areas to work on and saw areas where current projects are identified.

All project pens at the Range are going to be filled.

Improvements were finished in the activity building.

Fair schedule was posted to the website.

Judge hiring is coming along well.

ARPA funding for drinking fountains is coming along. Paperwork was signed and sent back to the grants department.

Fairbook is in the final stages of being finished. Waiting for a couple superintendents to finish their review. Storage will be out at the end of April. Emails will be going out to those with items stored at the beginning of April.

Spring Managers meeting was canceled due to COVID. Rescheduled for March 30th.

Billy and Taylor will attend the local EMA Incident training. Date TBA.

Summer Market Days has been posted and have had some early interest for a booth.

Awards have been moving along. Buckles and Mugs ordered.

Jen has made some headway on the Raised Beef Account.